

This plan is for planning the use of annual leave, discretionary leave and long service leave only. Any leave entitlement for professional development is accounted for in the Individual Development Plan.

Note: If you seek to carry over leave to the next leave year (ie. if the plan does not account for all of the days available [total E]), an application to carry forward leave (Form H822) must accompany this Plan.

**Employee's Name :** Susan Ellis

**Employee Number :** 60499

**School / Department** Educational Devpt Centre

**Leave Plan Year** 1 Feb 2008 to 31 January 2009

<b>A) Opening Annual Leave Balance at 29/01/2008 :</b>	-1.50	Work Days per Week :
<b>B) Annual Leave Entitlement in Days for 2008 :</b>	25.00	( 5 Weeks )
<b>C) Discretionary Leave Entitlement in Days for 2008 :</b>	0.00	(Academic Only - Any Carry Over from 2007 included)
<b>D) Long Service Leave Entitlement in Days :</b>	0.00	(General Staff Only - 5 yrs or 12 mths to take)
<b>E) Total Leave in Days to be Accounted For :</b>	23.50	(A+B+C+D)

**Planned Leave Dates :**

(Please Remember No Public Holidays)

First Day of Leave	Last Day of Leave	WORK Days to be Taken	Type of Leave to be Taken
<b>Total Days Taken</b>			

F) Approved Leave Carried Forward : \_\_\_\_\_ Days

(Only include leave carried forward if this has been approved and form HR822 is attached)

Signed : \_\_\_\_\_  
Staff member (sighted / consent given)

Date : \_\_\_\_\_

Signed : \_\_\_\_\_  
Head of School / Programmes / Manager

Date : \_\_\_\_\_

**Based on  
Current  
Conditions of  
Employment**